



# ***COMBINED FEDERAL CAMPAIGN***

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**Welcome to  
Team Captain/Key Worker  
Training**

**"Caring Is Sharing"**



## ***THE NCA CFC CHAIR...***

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**The Honorable**  
**Anthony J. Principi**  
**Secretary of Veterans**  
**Affairs**

**2001 CFC Theme**  
***"Caring is Sharing"***

**"Caring Is Sharing"**



## ***OUR MISSION...***

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To help raise \$\$\$ for the 3,000+ charitable organizations approved by OPM to participate in the 2001 CFC.

\* ***CFC is the only authorized charitable fund for Federal workers.***



## ***OUR 2001 GOAL...***

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**+ National Capital Area (NCA): \$48 Million**

**+ Dept. of Commerce of NCA: \$2.75 Million**



**\$0...**



***HOW ARE WE GOING  
TO GET THERE?***

**"Caring Is Sharing"**



## ***KEYWORKERS' NO. 1 PRIORITY:***

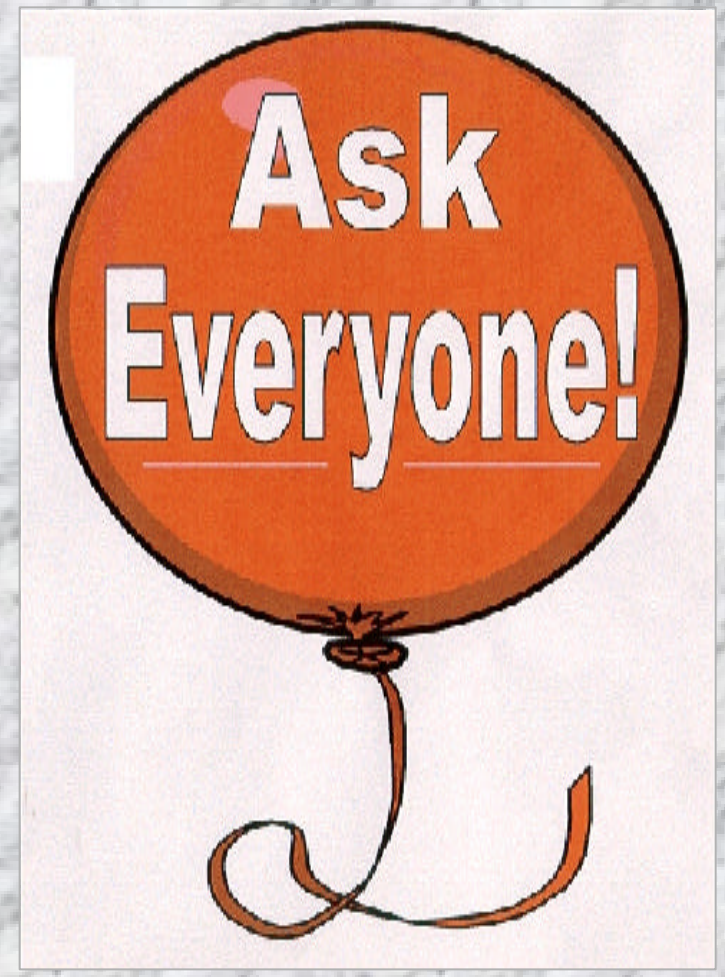
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- **Avoid**

- x **Mailboxes**
- x **Chairs**
- x **Sneak Attacks**

- **Explain Eagles (1%) and Double Eagles (2%)**

- **Solicitation is Complete with a "Yes" or "No"**





## ***... BUT FOLLOW OPM RULES***

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### **† You Can Not:**

- ? **Require 100% participation goals**
- ? **Let supervisors solicit subordinates**
- ? **Pressure a colleague to give a specific \$ amount**
- ? **Develop a “non-contributors” list**
- ? **Coerce a fellow employee**



**"Caring Is Sharing"**





## ***KNOW THE FACTS***

- **Over 3,000 Charities participate in CFC**
- **It's the efficient way to give. Economy of scale helps CFC raise funds for charities at very low overhead rates:**
  - \* **4.6% for NCA CFC**
  - \* **App. 8% for CFC nationwide**

*Please Ask! It Matters*



**"Caring Is Sharing"**





## ***SPREAD THE CFC WORD...***

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**Ask for Time at Staff Meeting**



**Invite a Speaker**



**Show a Film**



**Personalize pledge cards**



**Follow up with each employee**



**"Caring Is Sharing"**



## ***ORGANIZE EVENTS***



- Charity Fairs
- Auctions
- Athletic Events
- Raffles
- Bake Sales
- Carnivals

**Make the Campaign**  
**FUN!!!**

**"Caring Is Sharing"**



# PLEDGE CARD

2001 COMBINED FEDERAL CAMPAIGN OF THE NATIONAL CAPITAL AREA  
95 M STREET, S.W., WASHINGTON, D.C. 20024

OPM  
CFC Control No. 0990

ATTENTION PAYROLL OFFICES: This number identifies the local CFC. DO NOT enter into Federal payroll systems.

## MOST COMMON PAYROLL PLEDGE AMOUNTS

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### MILITARY

\$60 x 12 mo = \$720  
\$30 x 12 mo = \$360  
\$24 x 12 mo = \$288  
\$12 x 12 mo = \$144

### CIVILIANS

\$30 x 26 Per = \$780  
\$15 x 26 Per = \$390  
\$12 x 26 Per = \$312  
\$6 x 26 Per = \$156

PRINT NAME (LAST) <b>1</b> <i>Jones</i>	FIRST <i>Deborah</i>	MIDDLE INITIAL	<input checked="" type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY	FEDERAL ORGANIZATION <i>Dept of Comm.</i>	CFC REPORTING NUMBER <i>011500</i>
WORK ADDRESS & ZIP CODE <b>2</b> <i>100 E St., NW</i>		SOCIAL SECURITY NUMBER <i>000-00-0000</i>		WORK PHONE (IMPORTANT) <i>202-555-0000</i>	PAYROLL OFFICE LOCATION

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

	AMOUNT PER PAY	INTERVAL	TOTAL GIFT	FOUR DIGIT AGENCY CODE	ANNUAL AMOUNT
MILITARY PAYROLL DEDUCTION	\$ <b>4</b>	x 12 months	\$ <b>4a</b>		
CIVILIAN PAYROLL DEDUCTION	\$ <i>15.00</i> <b>5</b>	x 26 pay periods	\$ <i>390.00</i> <b>5a</b>	<i>9 4 0 8</i> <b>7</b>	<i>200.00</i> <b>7a</b>
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK PAYABLE TO CFC <b>6</b>			\$ <b>6a</b>		



For  
EAGLE AWARD  
(1%)  
initial here:

*JD*



For DOUBLE  
EAGLE AWARD  
(2%)  
initial here:

**8**

CFC Organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

### PLEASE CHECK ONE BOX

☒ I DO want my name and address released to the charitable organization(s) I have designated  
MY HOME ADDRESS IS: (My name will not be released unless this box is filled out completely.)

(HOME ADDRESS) STREET *9507 A St. NW*

CITY *Washington* STATE *DC* ZIP CODE *20010*

☐ I DO want my home e-mail address released to the charitable organization I have designated.

MY HOME E-MAIL ADDRESS IS:

☐ I DO NOT want my name and address released to the charitable organization(s) I have designated above.

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www.cfcnca.org

DESIGNATED GIFTS: To direct your gift to one or more charities or federated groups that appear in the 2001 Catalog of Caring for the CFC of The National Capital Area, fill in the 4-digit designation code. (Absolutely No Write Ins Allowed)

### PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Government by which I may be employed during 2002 to deduct the amount(s) shown above from my pay each pay period during the calendar year 2002 starting with the first pay period that begins in January and ending with the last pay period that begins in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization may be revoked by me in writing at any time before it expires.

SIGNATURE *Jones, Deborah* DATE *11/15/2001*

**9**

This copy will be forwarded to your Payroll Office (Yellow)

"Caring Is Sharing"

# Processing the pledge card

## KEYWORKER

1.

Insert pledges  
into carrier.

FORM  
146

COVER

YELLOW

WHITE

BLUE

Blue Copy for  
Contributor

FORM  
131



White Copies to Audit Department  
Only one white copy per pocket

Yellow Copies  
To Payroll

2.

Fill out  
Keyworker's  
Summary  
on the back.

FORM  
131

Pledge Card  
Carrier - Outside

3.

Seal the pockets  
And fold the  
Carrier in half.

FORM  
131

Pledge Card  
Carrier

4.

Staple sealed  
Confidential gifts  
On the outside.

"Caring Is Sharing"



# Processing the pledge card

## TEAM CAPTAIN

5.

**A** Remove Confidential gifts and place them inside Form 146. Fill out front of form. Forward to Campaign Coordinator.

**B** The white pockets of the Carriers go into Form 142. Fill out front of form. Forward to Campaign Coordinator.

**C** Tear off the yellow bottom pocket of each Carrier. Check each one. forward to your payroll department.

FORM  
146

Confidential Gifts  
Envelope

FORM  
142

CFC  
Report Envelope

Yellow  
Pocket

Campaign Coordinator

Payroll

"Caring Is Sharing"



## ***Administrative Things To Avoid***

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- Mathematical Errors
- Using Incorrect Codes
- Delaying submission of pledge cards
- Putting confidential envelopes inside sealed “142” envelopes
- Using pledge cards from other CFCs





## ***UNIT PARTICIPATION AWARDS***

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- **President: 75% (\$275)**
- **Chairman: 67% (\$225)**
- **Honor: 60% (\$175)**
- **Merit: 55% (\$125)**



**Pacesetter Award = 3.5% Increase  
Over 2000 Amount Raised**





## ***NEED HELP?***

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**[www.cfcnca.org](http://www.cfcnca.org)**

**[www.opm.gov/cfc](http://www.opm.gov/cfc)**

**CFC Hotline: 202.628.2711**  
**(0900 - 1700 hrs Mon-Fri)**



## **WHY WE GIVE A GIFT**

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***“WE MAKE A LIVING BY WHAT WE GET***  
***WE MAKE A LIFE BY WHAT WE GIVE...”***

**Winston Churchill**



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***GOOD LUCK!!!***

**On behalf of the people who will receive  
the help they need because of all of us**

***Thank You!!!***